

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

	Attention: Scheduling !	Section.		•	•	
	FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date		Georgia Ports Authority Application Number				
8/25/80		Finance Division 79-3-A				
Application Number		Post Office Box 2406	•	Date Received	Date Completed	
	84 (79-3)	Savannah, Georgia 31402		AUG 2 7 1980	SEP - 8 1980	
2.	Person to Contact	Working	Title	ilanaum idea il Annie antonomi dia anno e	Telephone Number	
==	Robert S. Parsons	Director 964-1721, # 210				
3.	Action Requested	4				
		Schedule; record will continue to accumulate.	•			
Ì		ccumulation; no further accumulation anticipate				
4.	c. & Amend Application Dates of Series	No. <u>79-3</u> Check One: ⊠ Change 5. Records Series Title (followed by title used			· · · · · · · · · · · · · · · · · · ·	
E٤	rliest Latest		1	, ,		
1	1912 To Date	Lease Files			:	
€.	Division and Office Function	What is the function of the Division and	d the Office in v	which this record ser	les is created?	
	The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed. The purchasing function is also a part of his reponsibility as well as the maintenance of all contracts, leases and agreements of the Authority.					
7.	Record Series Description	This file contains the following documents (in	ncļude form ņui	mbers and titles, if a	ny):	
Attach samples of the file. Documents relating to: Leases with industrial and commercial agencies for use of provided by Georgia Ports Authority.			of space			
	Included are:	Lease agreements, specific dra policies, financial documents, related correspondence.				
, ·					•	
	File is arranged:	By terminal, alphabetically by	lessee.			
8.	Monthly Reference Rate	How often are records referred to which a	re:		^	
	One to six months oldtwenty-five months and older	Seven to twelve months old1	; Thirteen to	twenty-four month	s old;	
0	Annual Rate of Accumulation				The second of th	
9.	Letter-size drawers	on of Records Legal-size drawers; Shelves	;(Other (specify) 3	legal boxes	
!						

YES NO 10. Questionnaire	(Place an "X" in the proper of	Numai				
	icial copy of the series?	VOLUME AND ADDRESS OF THE PARTY	And the state of t			
x If not, where	· · · · · · · · · · · · · · · · · · ·					
		n requiring security handling? If yes, cite law or regula	ation.			
, <u> </u>						
	1 1 or a title a visu i dedicat					
d. Does this series have historical or long term research value? long term - not historical e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these						
1	two documents in the file make it scheduled separately?	necessary to keep the entire file for a long period, coul	d these			
· · ·	ation contained in this series ever r	published? If yes, attach copy,	The state of the s			
	-	analyzed and/or recorded in a summarized report?	· · · · · · · · · · · · · · · · · · ·			
X If yes, attach	copy.					
h. Is there a dup	olication of this series in your office	e, or in another office or agency?				
XIf yes, where	2	· · · · · · · · · · · · · · · · · · ·	<u> </u>			
		microfilmed?	<u> </u>			
F- - :	ord series result in a computer prin		روسيفها فيستسبخ الرامستان المرساس والمساسب			
11. Retention Requirements	I he following requir	res the series to be kept:				
a. State Law		d. Audit period	years.			
b. Statute of limitation	years.	e. Administrative need+2	2years.			
c. Federal law		f. Federal retention instructions	years.			
1		, .				
Attach copy or excerpt of	laws or regulations. Explain ádmi	nistrative need.	•			
Due to Benton Bro	thers! lease - extended	2 years in dead storage.				
Due to Benten Bro	stand and section for the section of		**			
			:			
	<u>:::::</u> ,: <u> :::::::::::::::::::::::::::::::::</u>					
12. Approved Disposition Ins		ends that the file series be cut off at the end of each:				
	Calendar Year;	Fiscal Year; S Other	then,			
			· · · · · · · · · · · · · · · · · · ·			
	es àrea month(s)					
Li Transfer to local hold	ing area, holdyear(s)	i; then in the control of the contro				
	☐ Transfer to State Records Center; hold ☐ ☐ ☐ ☐ .year(s); then					
Destroy.	nives for permanent retention.					
☐ Other (Specify)	inves for permanent retention.					
1	in the first transfers of the	1 warms transfor to local holding are	a 2			
upon expiration,	place in inactive file	1 year; transfer to local holding are ars; then destroy. A lease which has	a Z			
expired but relat	es to the new lease wit	h options should be retained with the	active			
lease.						
· .	•	V.				
	• •					
		·				
There incomes and the second	These instructions apply to all prior and future accumulations of the series.					
i nese instructions apply						
Agency Head/Designee Jaign	patyre Date	Records Management Officer (Signature)	Date			
000	les as a	VI IN I	9-25-8			
K. Taux	ndus 8-25-80	Land Mosefry	1000			
	- /	State Records Committee (Signature)	Date			
Recommendations in para-		State Heading Committee (originatory)				
graph 12 are approved.	State Auditor/Designee	hund Lund	9-5-80			
(if disapproved, attach letter)	1 · A =	10	0 - 0			
of explanation.)	Secretary (1) State/Designee	Canall Hart	19-2-80			
		PADM.	9.5-81			
	Attorney General/Designee	Mulounes	7.1.81			
AR-50-71; Rev. 76	()	Rever 6 Side)				



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AR-50-71; Rev. 76	(Over)				
9. Annual Rate of Accumulation Letter-size drawers	on of Records; Legal-size drawers; Shelves;	; Other (specify) 3 legal boxes			
8. Monthly Reference Rate One to six months old twenty-five months and olde	r0?	irteen to twenty-four months old;			
File is arranged:	By terminal, alphabetically by less	e.			
- · ·					
*. = *	policies, financial documents and re	elated correspondence.			
7. Record Series Description Documents relating to: Included are:	This file contains the following documents (include Attach samples of the file. Leases with industrial and commercial provided by Georgia Ports Authority Lease agreements, specific drawings	al agencies for use of space			
	1				
4. Dates of Series Earliest Latest 5. Records Series Title (followed by title used in office; if different) 6. Division and Office Function The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.					
c. 🛭 Amend Application					
	Schedule; ecord will continue to accumulate.				
Robert S. Parsons	Director of Fi				
41 2. Person to Contact	Working Title	DEC 2 2 1978 JAN 1 8 1979 Telephone Number			
Application Number	Post Office Box 2406 Savannah, Georgia 31402	Date Received Date Completed			
Application Date 11-30-78	Georgia Ports Authority Finance Division	Application Number			
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
	section.	•			

YES	NO	10. Questionnair	e (Place an ")	X" in the proper o	olumn)	and the second section of the second	5.	
×		a. Is this the of If not, where	ficial copy of the	e series?				
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						1.	
×	-^-	c. Is this a vital	record?					
×				l or long term rese	arch value?	long term value - not	historica	
						keep the entire file for a long p		
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	^_		7			If yes, attach copy.	<u>-</u>	
	×	If yes, attach	copy.			I/or recorded in a summarized re	port?	· •
	×	h. Is there a du		series in your offic	e, or in anot	ther office or agency?		
	×	•	•	on of it) regularly	and the second	}		
-	×	· -		n a computer prin			5 5 5 T	
11.	Hetent	ion Requirements	in.	ne following requir	es the series	to be kept:		
	a. Sta	te Law	1	years.	d.	Audit period		years.
		tute of limitation		years.	e,	Administrative need		years.
· –	c. Fed	leral law			t.	Federal retention instructions		years.
						•	•	
	Attach	copy or excerpt o	f laws or regulation	ons. Explain admi	nistrative ne	ed.		
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		2019						
12	Δηητοι	ed Disposition Inc				e file series be cut off at the end		
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			ords Center; hold	•		onat noscribito		
	□ Des	•						
		nsfer to State Arch er <i>(Specify)</i>	lives for permane	ent retention.	1			
		iai (Specify)			` *			
l	Jpon .	expiration o	f lease, pla	ace in inacti	ve file	and transfer to local	holding ar	ea 2
						then destroy. A lea		
	• •		es to the ne	ew lease with	n options	should be retained wi	ith the act	five
	lease	•		, , , , , , , , , , , , , , , , , , , ,	•	•		
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Agen	cy Hea	id/Designee (Sign	ature)	Date	Records M	anagement Officer (Signature)		Date
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<u> </u>					II. J. J. J. J. J.	- J'DI GROW		00018
Rese	mmon	dations in para-	_		Sta	te Records Committee (Signat	ure)	Date
		ations in para-	State Aud	itor/Designee	1	-41-1		1-17-70
-		ved, attach letter	3 GIE VOG	Me	7	N and		•/-
	planati		Secretary of	State/Designee	Car	nolly That		1-8-79
			Attorney G	eneral/Designee		MYLIN		1-17-79
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